



# APPLICATION SPECIAL USE PERMIT

## ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

☒ Change of Ownership

☐ Minor Amendment

[must use black ink or type]

**PROPERTY LOCATION:** 625 First Street, Alexandria, VA 22314

**TAX MAP REFERENCE:** 054.02-05-03 **ZONE:** CD

### APPLICANT

**Name:** HI Alexandria Lessee, LLC  
**Address:** 625 First Street, Alexandria, VA 22314

### PROPERTY OWNER

**Name:** HI Alexandria Lessee, LLC  
**Address:** 625 First Street, Alexandria, VA 22314

**SITE USE:** Hotel

**Business Name:** **Current:** Holiday Inn Old Town **Proposed (if changing):**

☒ **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Change in Ownership**, in accordance with the provisions of Article XI, Division A, Section 11-503 (5)(f) of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☐ **THE UNDERSIGNED**, having read and received a copy of the special use permit, hereby agrees to comply with all conditions of the current special use permit, including all other applicable City codes and ordinances.

☐ **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Minor Amendment**, in accordance with the provisions of Article XI, Division A, Section 11-509 and 11-511 of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☒ **THE UNDERSIGNED**, having obtained permission from the property owner, hereby requests this special use permit. The undersigned also attests that all of the information herein required to be furnished by the applicant are true, correct and accurate to the best of his/her knowledge and belief.

Christie Blomquist  
Print Name of Applicant or Agent  
625 First Street  
Mailing/Street Address  
Alexandria, VA 22314  
City and State Zip Code

Signature  
202-787-3319  
Telephone # Fax #  
cblomquist@pmhotelgroup.com  
Email address  
6.27.18  
Date

### DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: \_\_\_\_\_  
Legal advertisement: \_\_\_\_\_  
ACTION - PLANNING COMMISSION: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_  
ACTION - CITY COUNCIL: \_\_\_\_\_

**The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.**

**1. Please describe prior special use permit approval for the subject use.**

Most recent Special Use Permit # 99-0082

Date approved: 9 / 7 / 99  
month day year

Name of applicant on most recent special use permit Meristar Hospitality Operating Partnership

Use Hotel with internal restaurant.

**2. Describe below the nature of the *existing operation in detail* so that the Department of Planning and Zoning can understand the nature of the change in operation; include information regarding type of operation, number of patrons served, number of employees, parking availability, etc. (Attach additional sheets if necessary.)**

Hotel. No changes in current operation of business. No changes in Parking

additional sheets if necessary)

**NONE.**

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4. Is the use currently open for business? ☒ Yes ☐ No

If the use is closed, provide the date closed.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
month day year

5. Describe any proposed changes to the conditions of the special use permit:  
NONE.

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6. Are the hours of operation proposed to change? ☐ Yes ☒ No  
If yes, list the current hours and proposed hours:

Current Hours:

Proposed Hours:

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7. Will the number of employees remain the same? ☒ Yes ☐ No  
If no, list the current number of employees and the proposed number.

Current Number of Employees:

Proposed Number of Employees:

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8. Will there be any renovations or new equipment for the business? \_\_\_\_ Yes X No  
If yes, describe the type of renovations and/or list any new equipment proposed.

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9. Are you proposing changes in the sales or service of alcoholic beverages? \_\_\_\_ Yes X No  
If yes, describe proposed changes:

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**10. Is off-street parking provided for your employees?**☒ Yes ☐ No

If yes, how many spaces, and where are they located?

parking garage; 15 spaces

**11. Is off-street parking provided for your customers?**☒ Yes ☐ No

If yes, how many spaces, and where are they located?

parking garage; 125 spaces

**12. Is there a proposed increase in the number of seats or patrons served?**☐ Yes ☒ No

If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)

Current:

Proposed:

  
  
  
  
  
  
**13. Are physical changes to the structure or interior space requested?**☐ Yes ☒ No

If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.

**14. Is there a proposed increase in the building area devoted to the business?**☐ Yes ☒ No

If yes, describe the existing amount of building area and the proposed amount of building area.

Current:

Proposed:

  
  
  
  
  
  
**15. The applicant is the (check one)**☒

Property owner

☐

Lessee

☐

other, please describe: \_\_\_\_\_

**16. The applicant is the (check one)**☒

Current business owner

☐ Prospective business owner☐

other, please describe: \_\_\_\_\_

17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (3%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

**Please provide ownership information here:**

HI Alexandria Lessee LLC d/b/a Holiday Inn Old Town, 625 First Street, Alexandria, VA 22314

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